



January 23-24, 2025
Mobile Convention Center
Mobile, AL

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GENERAL SHOW INFORMATION

OFFICIAL SERVICE PROVIDER

Veal Convention Services, Inc. (VCS)
3016 Reverend Abraham Woods Jr. Blvd.
Birmingham, AL 35203

Phone: 205.328.1010 Toll Free: 800.844.8325 Email: orders@vealco.com

IMPORTANT DATES

- | | |
|---------------------------------|---|
| Monday, December 9, 2024 | Receiving begins for Advance Shipments to VCS Warehouse |
| Wednesday, January 15 | Deadline for Advance Shipments to VCS Warehouse. Freight received at advance warehouse after cutoff date subject to late fees and additional transportation charges. |
| Wednesday, January 15 | Deadline for Advance Orders. Orders must be received with payment by this date to qualify for discounted prices. |
| Tuesday, January 21 | Direct Shipments Receiving Begins. Do not ship directly to the Mobile CC to arrive proper to this date. |

EXHIBITOR MOVE-IN

- | | |
|------------------------------|--|
| Tuesday, January 21 | Exhibitor Move-In - 7am - 4pm |
| Wednesday, January 22 | Exhibitor Move-In - 7am - 5pm *Freight doors close and forklift service ceases at 2pm on Wednesday, January 22nd. Aisles must be cleared and aisle carpet installed. Hand carried items only allowed on floor after 2pm Wednesday, January 22, 2025 |

- All vehicles must go to the marshaling yard to receive a move in pass prior to reporting to the Mobile Convention Center
- The Service Drive, Flat Carts & Forklifts will only be available from 7:00 am – 4:00 pm on Tuesday and 7:00 am – 2:00 pm on Wednesday.
- Make sure ALL OF YOUR BOXES or CRATES needed for Move-Out are clearly marked with your company name & booth number in LARGE letters and numbers. Be sure to write “DO NOT THROW AWAY” as well. VCS will have “Empty” Stickers at the service desk.

SHOW SCHEDULE

Thursday, January 23 Show Hours 9am-5pp
Friday, January 24 Show Hours 9am-3pm

EXHIBITOR MOVE OUT

Friday, January 24 at 3pm Show closes and dismantle begins.
Friday, January 24 by 7pm Drivers must be checked in.
Friday, January 24 by 10pm All vendor / customer material must be clear of building.

The exhibit hall will be cleared Friday evening, January 24. It is the Vendor's responsibility to advise customers that all merchandise must be removed by 10pm Friday, January 24th. Neither GSHE nor VCS nor the Mobile Convention Center will be responsible for materials left unattended on the show floor. All freight and materials on the show floor after 10pm will be forced back to VCS warehouse or onto VCS's preferred carrier. Additional charges will apply.

- The Service Carts, Flat Carts & Forklifts will be available beginning at 3:15 pm
- Dock area is reserved for carrier load out only – **NO PARKING**
- Empty crates, pallets, cartons, etc. cannot be removed from storage and delivered to booths until aisle carpet has been removed.
- All Exhibitors are requested to keep the aisles clear until the aisle carpet has been removed and the empty items have been returned to booths.
- VCS will begin freight carrier loading Friday, January 24, 2025 after all empty items have been removed from storage.
- All vehicles must go to the marshaling yard to receive a pass prior to reporting to the Mobile Convention Center for move out

STANDARD BOOTH SPECS AND FURNISHINGS

- Booth spaces are 10' wide and 10' deep except even # booths on 100 aisle and odd # booths on 1500 aisle which are 9.5' deep. Back drapery is 8ft tall and side drapery is 3ft tall.
- Drapery and table skirts are black.
- Aisle carpet color is green emerald. Booth carpet is not included but can be ordered.

Additional furnishings are available at <https://veal.boomerecommerce.com/> or by calling 1-800-844-8325.

ADDITIONAL SERVICE PROVIDERS

ELECTRICAL, WATER, AND INTERNET SERVICES

Electrical, water and Internet are available through the Mobile Convention Center.

To order, go to:

<https://www.mobilecivicctr.com/mobile-convention-center/exhibit-at-an-event/exhibitor-services>

PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

*****NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE*****

All services and rentals are governed by the terms and conditions and limits of liability available at veal.boomerecommerce.com. Or contact our office at orders@vealco.com for a copy or with any questions or concerns before placing orders or shipping packages to VCS

ORDERING: ALL ORDERS MUST BE PLACED ONLINE AT veal.boomerecommerce.com Login information will be sent to the email address on file with show management. If you have not received login information, please email us at orders@vealco.com or call 1-800-844-8325. Please familiarize yourself with these forms before you log onto the online storefront site and place your order. **VCS REQUIRES YOUR CREDIT CARD TO BE ON FILE EVEN IF YOU CHOOSE TO PAY BY COMPANY CHECK OR WIRE TRANSFER.** We are available to assist with your order if you'd rather place it by telephone 1-800-844-8325 or by email orders@vealco.com

PAYMENT FOR EQUIPMENT AND SERVICES: Veal Convention Services, Inc. (VCS) requires payment in full at the time the services are ordered. Credit card payment information must be on file for material handling (inbound and/or outbound), rigging, and labor services. All prices include delivery, installation, rental charges for the duration of the event and removal at completion. All charges, excluding material handling, cleaning, and labor, are subject to sales tax. Sales tax rate is 10%. To be tax exempt, you must be a state, government, or nonprofit organization. If you are eligible, please provide a copy of the exemption certificate when placing your order. A resale certificate is not acceptable as proof of exemption. VCS does not provide items to be resold.

METHOD OF PAYMENT: VCS accepts Master Card, Visa, American Express, company check (no personal checks accepted), and ACH as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in US funds drawn in a US bank. Exhibitors will be charged \$50 for each returned NSF check.

ADVANCE ORDERS: Payment in full must accompany all orders by Wednesday, January 15th to receive the advance price. Orders after January 15 will be charged at the standard rate. Purchase orders do not qualify for advance prices.

SHOW SITE ORDERS: Services ordered at show site will not be processed without full payment at the time the order is placed.

THIRD PARTY ORDERS: If you contract your work to a display or exhibit house and require services from VCS, the payment policy stated above applies. Please pass this information on to them.

ADJUSTMENTS / CANCELLATIONS: Cancellation of orders prior to January 15th will be refunded 100% of the original price. Cancellation of orders after January 15th will be charged a 50% cancellation fee. Cancellation of orders after January 17th are not eligible for any refund. No adjustments to invoices will be made after the close of the show.

COLLECTIONS FEES: ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY CASH, CHECK OR CREDIT CARD. A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

RENTAL FURNITURE & ACCESSORIES

| SKIRTED DISPLAY TABLES | Advance Order | Floor Order |
|-------------------------------|----------------------|--------------------|
| 4ft by 2ft by 30in high | \$89 | \$109 |
| 6ft by 2ft by 30in high | \$109 | \$129 |
| 8ft by 2ft by 30in high | \$129 | \$149 |

(Standard table height is 30in. Add \$30 for 40in high skirted table.) (All sizes skirted on three sides. For skirt on 4th side, add \$20 on 30in tall table, \$35 on 40in tall table)

Table Skirt Color: _____ blue _____ red _____ burgundy
_____ black _____ green _____ yellow _____ white



| CHAIRS | Advance Order | Floor Order |
|---------------|----------------------|--------------------|
| Folding | \$12 | \$19 |
| Side | \$49 | \$69 |
| Arm | \$49 | \$69 |
| Barstool | \$69 | \$89 |



| BARE DISPLAY TABLES | Advance Order | Floor Order |
|----------------------------|----------------------|--------------------|
| 4ft by 2ft by 30in high | \$39 | \$59 |
| 6ft by 2ft by 30in high | \$49 | \$69 |
| 8ft by 2ft by 30in high | \$59 | \$79 |

Standard table height is 30in. Add \$20 for 40in high table

| OTHER TABLES | Advance Order | Floor Order |
|--|----------------------|--------------------|
| Cocktail Round (café table) (30in diameter, 30in height, cannot be skirted) | \$59 | \$89 |
| Cocktail Round (highboy) (30in diameter, 40in height, cover available separately) | \$69 | \$99 |

| OTHER | Advance Order | Floor Order |
|-----------------------------|----------------------|--------------------|
| Cocktail Round Cover | \$19 | \$25 |
| Sign Hooks (6) | \$1 | \$2 |
| Message Board (4'x8') | \$129 | \$169 |
| Wastebasket | \$12 | \$19 |
| Chrome Stanchion | \$35 | \$45 |
| Stanchion Rope | \$19 | \$35 |
| Retractable Stanchion | \$45 | \$55 |
| Literature Rack | \$99 | \$139 |
| Bag Holder | \$49 | \$69 |
| Easel | \$29 | \$49 |
| Bag Stand | \$49 | \$59 |
| 6-10ft section of 3ft drape | \$49 | \$59 |
| 6-10ft section of 8ft drape | \$69 | \$89 |

*All orders must be processed using our online ordering at: veal.boomerecommerce.com.
Please call 1(800)844-8325 for assistance or with any questions regarding your order.*

ATTENTION **GSHE EXHIBITORS**

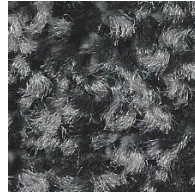
Exhibitors displaying live plant material and/or chemicals must place protective covering over the carpet.

Visqueen can be ordered from the standard carpet order form, which is enclosed.

If you have any questions or need assistance, please contact VCS at orders@vealco.com or 1-800-844-8325

RENTAL CARPET

CARPET COLOR:



Tuxedo/ Pepper

CARPET ONLY

| | Advance Order | Floor Order |
|------------|------------------|----------------|
| 10ft x10ft | \$189 | \$269 |
| 10ft x20ft | \$369 | \$529 |
| 10ft x30ft | \$499 | \$749 |

Custom Cut carpet is available at a rate of \$9 per square foot

CARPET AND PADDING

| | Advance Order | Floor Order |
|------------|------------------|----------------|
| 10ft x10ft | \$299 | \$449 |
| 10ft x20ft | \$579 | \$899 |
| 10ft x30ft | \$879 | \$1349 |

Custom cut carpet with padding is available at a rate of \$16 per square foot

VISQUENE

| | Advance Order | Floor Order |
|-----------------|------------------|----------------|
| per square foot | .38 | .76 |

*All orders must be processed using our online ordering at: veal.boomerecommerce.com.
Please call 1(800)844-8325 for assistance or with any questions regarding your order.*

CLEANING SERVICES

VACUUMING ONLY

Prices are per single booth space.

| | <u>Advance Order</u> | <u>Floor Order</u> |
|---|---------------------------------|-------------------------------|
| Before show opens (priced per booth space) | \$49 | \$69 |
| Nightly Number of days x | \$49 | \$69 |

PRE-SHOW AND POST-SHOW CLEANING SERVICE

Includes: vacuuming, empty wastebaskets, remove refuse, remove empty cartons, cleaning & dusting exhibit, tabletops, etc. before or after show hours. Prices are per single 10ft by 10ft booth space.

| | <u>Advance Order</u> | <u>Floor Order</u> |
|---|---------------------------------|-------------------------------|
| One day | \$69 | \$99 |
| More than one day Number of days x | \$69 | \$99 |

JANITORIAL ONLY

Prices are per single booth space.

| | <u>Advance Order</u> | <u>Floor Order</u> |
|---|---------------------------------|-------------------------------|
| Nightly Number of days x | \$22 | \$33 |

*Other equipment and services are available for special needs.
Please call with any questions.*

FREIGHT HANDLING SERVICES

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS - Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. *Prices apply only to shipments that meet the advance deadline.*

STRAIGHT TIME RATE: \$79 per 100lbs. – 200lbs. minimum

SERVICE B - DIRECT SHIPMENT TO SHOWSITE

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS - See definition above in Service A.

STRAIGHT TIME RATE: \$109 per 100lbs. – 200lbs. minimum

SERVICE C - SMALL PACKAGE SERVICE

Cartons and envelopes received without documentation. Maximum weight is 30 lbs. per shipment, per delivery. This includes UPS, FedEx, etc. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

STRAIGHT TIME RATE: \$39 per package

SERVICE D - OUTBOUND FREIGHT HANDLING SERVICE

Freight handled only at close of show. Material handling fees include taking materials to the loading dock and loading on designated carriers.

STRAIGHT TIME RATE: \$49 per 100lbs. – 200lbs. minimum

OTHER CHARGES FOR FREIGHT HANDLING SERVICES

Uncrated, Loose, and Shipments Requiring Special Handling: Shipments of uncrated or loose items or boxes, machinery / heavy equipment or blanket wrapped items or any items that require special handling. Additional Fee: 30 percent

Delivery Deadline: Advance shipments to warehouse that are received before the advance receiving dates or not received at least five (5) days prior to show move-in and any direct to show site shipments that arrive before or after designated acceptance times. Additional Fee: 30 percent

Overtime Surcharge*: Straight time rates are quoted above and apply Monday through Friday 8am - 4pm. Freight handling on overtime, before 8am and after 4pm on weekdays and on Saturday, Sunday or Holiday, an additional 30 percent will be charged per occurrence. Based on move-in / move-out schedule, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. (Your advance warehouse shipments may be received during straight-time, but the move-in / move-out schedule may require that your shipment be moved in to our out of the exhibit area on overtime.) Additional Fee: 30 percent for every overtime application. * This fee has already been included for this event in the pricing listed above. *

Transportation Surcharge: Charge applies to freight transported to VCS warehouse after close of show. \$35 per 100lbs (\$350 minimum)

Please visit vealco.com for outbound shipment instructions or contact us at orders@vealco.com

*All orders must be processed using our online ordering at: veal.boomerecommerce.com.
Please call 1(800)844-8325 for assistance or with any questions regarding your order.*

SHIPPING INFORMATION AND INSTRUCTIONS

Material handling is the process of receiving your materials, either at the advance warehouse or show site, delivering them to your booth, removing the empty containers for storage during the show, returning the empty containers to your booth at the close of the show, delivering your materials back to the dock and loading outbound shipping. Material handling fees are a round trip fee.

VCS is the official material handling service provider for this event. Please read all information contained in this section carefully so there will be no last-minute confusion regarding your shipment.

A CREDIT CARD MUST BE ON FILE IF MATERIAL HANDLING SERVICES ARE REQUIRED.

It is the responsibility of the exhibiting company to arrange all shipments to the VCS Advance Warehouse or the Mobile Convention Center. **ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED. VCS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES.**

INSURANCE

Exhibitors should make certain that all material is properly insured against fire, theft, damage, and all hazards while in transit, to and from your booth, and for the duration of the show. While it is understood that VCS will use its best efforts to protect the Exhibitor's property, it is not responsible for loss, theft, or damage.

WEIGHT AND PIECE COUNT

Material handling charges are calculated by total weight of each delivery made to the receiving dock via LTL Carriers. Consolidate your shipment whenever possible. Separate shipments received by VCS will not be combined. The appropriate charge applies to each shipment that VCS receives. Shipments arriving at the same time from different carriers are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in VCS receiving multiple shipments.

Shipments received without individual carrier receipts (UPS, FedEx & other small package, or specialized carriers) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by VCS for such shipments.

BILLED WEIGHT is based on incoming weight, whether the material handling services by VCS are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by VCS. These weights will prevail. ***THERE IS A 200 lb. MINIMUM CHARGE ON ALL SHIPMENTS OVER 50 lbs.***

SHIPPING INFORMATION - ADVANCE WAREHOUSE

***SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE ADDRESS
BETWEEN DECEMBER 9, 2024 AND JANUARY 15, 2025***

Receiving hours are 9 AM TO 3PM, Monday – Friday, Closed Saturday & Sunday

If you cannot meet this shipping schedule,
please contact VCS at 1-800-844-8325 or orders@vealco.com.

ADVANCE SHIPMENTS

- Advance shipping is the recommended option, as some convention centers, hotels and facilities do not have facilities for receiving or storing freight. Items shipped to the VCS advance warehouse will be stored for 30 days prior to the show and will be delivered to the exhibit hall and your booth by the VCS team.
- The advance warehouse will begin receiving shipments on Monday, December 9, 2024.
- All advance shipments must arrive by Wednesday, January 15, 2025.
- All shipments must be prepaid. Collect shipments will be refused by VCS
- Shipments received without receipts, bills of lading, freight bills or specified unit counts on the receipts, bills of lading or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional charges may apply.
- Small packages – Cartons, envelopes, etc. under 50 lbs., received in a SINGLE shipment- will be charged \$30.00 for the first piece and \$12.00 for each additional piece in the same shipment.
- Pricing is based on weight of shipment received. If no weight ticket or inaccurate weight tickets are indicated on the delivery documents presented, VCS reserves the right to estimate, and charges shall be based on the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show.

ADVANCE SHIPPING STEPS

1. Remove all old shipping and empty storage labels.
2. Print new advance shipping labels and affix to your items
3. Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
4. Confirm your target shipping dates, shipping addresses, material handling charges, policies, etc.
5. Order material handling service with VCS
6. Arrange shipping with your carrier
7. Provide your carrier explicit information as to where and when to check in, where to deliver, etc.
8. Delivery and pick up times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
9. While making advance shipping plans to the show, remember to also plan for the return shipment.
10. Make sure the following pertinent shipping information is given to your company representative who will be at the show site: Carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who scheduled the shipping arrangements

SHIPPING ADDRESSES

VCS will receive containerized, non-hazardous, non-perishable materials at the advance warehouse address 30 days prior to show. Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only.

See attached shipping labels for advance warehouse address.

PREFERRED FREIGHT CARRIER

VCS is working with Echo Global Logistics as the preferred freight carrier for this show.



echo.com

Email is the quickest and easiest way to make shipping arrangements with them.

Please contact them by email at:

Alex Shu
alex@logitrans.com

Sean Betts
ops@logitrans.com

VCS will be working with Alex and Sean to make sure your shipments get where they are supposed to be on time.

ADVANCE SHIPMENT LABELS

RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!

Must arrive by: **Wednesday, January 15, 2025**
GSHE - January 23-24, 2025 - Mobile Convention Center - Mobile, AL

From: To: Veal Convention Services
3016 Reverend Abraham Woods Jr. Blvd. N
Birmingham, AL 35203

Exhibiting Company: _____ Booth Number: _____

Number ____ of ____ pieces. Carrier _____

RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!

Must arrive by: **Wednesday, January 15, 2025**
GSHE - January 23-24, 2025 - Mobile Convention Center - Mobile, AL

From: To: Veal Convention Services
3016 Reverend Abraham Woods Jr. Blvd. N
Birmingham, AL 35203

Exhibiting Company: _____ Booth Number: _____

Number ____ of ____ pieces. Carrier _____

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse. Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse. Please make additional copies of these labels as needed.

NOTE: Warehouse is not temperature controlled. Hazardous materials will not be accepted at warehouse.

SHIPPING INFORMATION - DIRECT TO SHOW

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL TUESDAY, JANUARY 21, 2025.

VCS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to VCS distribution. Exhibitors will be charged by VCS accordingly.

DIRECT TO SITE SHIPPING

- All shipments shipped direct to show site MUST ARRIVE NO EARLIER THAN TUESDAY, JANUARY 21, 2025
- Any shipments arriving prior to January 21, 2025 may be refused.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct to show site deliveries.
- VCS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to January 21, 2025. Shipments signed for by the facility staff may be turned over to VCS for distribution. If so, exhibitors will be charged a material handling fee accordingly,
- VCS is not responsible for any shipments sent direct to show site, unless otherwise contracted to accept the freight on an exhibitor's behalf. In this event, a credit card must be placed on file and material handling charges will be applied to the credit card.
- Please note that when choosing direct to show site shipping, your items are not guaranteed to be in your booth upon your arrival. Your shipment will arrive to your booth when your carrier arrives and delivers it to your booth, or you retrieve it from the carrier. VCS is not involved in direct to show site shipping in any way, unless contracted.
- If VCS is required by the facility to accept any show site deliveries or a carrier is unable to locate an exhibitor for a signature, VCS will accept the shipments and exhibitors will be charged a material handling fee accordingly. A credit card will need to be placed on file prior to VCS placing the items in an exhibitor's booth.

DIRECT TO SITE SHIPPING STEPS

1. Remove all old shipping and empty storage labels.
2. Print new advance shipping labels and affix to your items.
3. Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
4. Confirm your target shipping dates, shipping addresses, material handling charges, polices, etc.
5. Order material handling service with VCS.
6. Arrange shipping with your carrier.
7. Provide your carrier explicit information as to where and when to check in, where to deliver, etc.
8. Delivery times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
9. Make sure the following pertinent shipping information is given to your company representative who will be at the show site: Carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who scheduled the shipping arrangements.

DIRECT TO SITE ADDRESS

See shipping labels on the next page for address.



Gulf States Horticultural Expo
January 23-24, 2025
Mobile Convention Center
Mobile, AL
Discount Deadline for Advance Orders and Freight: January 15, 2025

DIRECT TO SHOW SITE SHIPMENT LABELS

RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!

Must arrive: **Tuesday / Wednesday, January 21-22, 2025**
GSHE - January 23-24, 2025 - Mobile CC - Mobile, AL

From: _____ To: Mobile Convention Center - Loading Dock
% Veal Convention Services, Inc.
1 S Water St
Mobile, AL 36602

Exhibiting Company: _____ Booth Number: _____

Number _____ of _____ pieces. Carrier _____

RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!

Must arrive: **Tuesday / Wednesday, January 21-22, 2025**
GSHE - January 23-24, 2025 - Mobile CC - Mobile, AL

From: _____ To: Mobile Convention Center - Loading Dock
% Veal Convention Services, Inc.
1 S Water St
Mobile, AL 36602

Exhibiting Company: _____ Booth Number: _____

Number _____ of _____ pieces. Carrier _____

These shipping labels are provided for your convenience to assist in preparing shipments to arrive direct to show site. Please cut along the dashed lines and affix one to each piece of your shipment going direct to show site. Please make additional copies of these labels as needed.

OUTBOUND SHIPPING

Outbound shipping is not an automatic process. ***Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To VCS Before Departing The Show Floor.*** A bill of lading, freight bill or air bill is required on ALL outbound shipments, regardless of carrier and is mandatory for VCS to release your materials to your specific carrier at the close of the show. Outbound Bills of Lading must be delivered to the VCS Service Desk. ***DO NOT LEAVE OUTBOUND BILLS OF LADING IN YOUR BOOTH.***

VCS will not release shipments to any carrier unless properly executed shipping documents have been presented to the VCS Service Desk.

FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR VCS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

VCS DOES NOT PREPAY OUTBOUND CARRIER CHARGES

The preferred show carriers are Echo Global Logistics and Fedex. VCS can make outbound arrangements with Echo Global Logistics and Fedex only! Exhibitors must provide their account numbers and billing information for VCS to schedule arrangements. VCS is not responsible for carrier charges.

Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers **MUST** call them to arrange on-site pick up. Be advised that most carriers will not come the day they are called. Plan ahead!

If using an alternate carrier, please provide VCS with shipping documents and/or labels as well as the VCS return shipping form for documentation.

Please allow for adequate shipping time when selecting carrier. VCS will expedite shipments to the best of our ability, however VCS is not responsible for delay of rush shipments

Should your carrier fail to arrive by the designated time or refuse to pick up your shipment for any reason, VCS reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

NOTE: Any items left on the show floor will either be brought back to the VCS warehouse and additional charges will be incurred or re-routed with VCS designated carrier. Shipments without paperwork turned in to VCS will be forced onto another carrier at Exhibitor's expense.

Remove all old shipping and "empty" labels. If you are unable to remove the inbound labels, mark through the old address with a marker or pen. Be certain each piece is labeled with the **NEW DESTINATION ADDRESS.**

If you have multiple items to be shipped, group the portions together so a stray piece will not be overlooked.

If freight is left unattended, without documentation, on the dock or on the show floor, VCS will count & ship pieces as found when loading out. There will be a material handling charge from VCS if freight is taken to the dock by VCS or loaded by VCS. There will be a material handling charge.

Consistent with trade show industry practices, there may be a lapse of time between your departure time and the actual pick up of your materials. During this time, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials. If you prefer, you may leave your packed materials in your booth unattended, with the understanding that VCS is not responsible for any lost, stolen, or damaged materials.

Carriers must be checked in for pick up by 7:00 pm on Friday, January 24, 2025 and must obtain a pass from the Marshalling yard before coming to the Mobile Convention Center for outbound pick up. If a carrier fails to arrive by 7:00 pm on Friday, January 24th, VCS reserves the right to clear the floor and re-route shipments via one of the show carriers at the exhibitor's expense. VCS assumes no liability for such removal or re-routing. NO shipments will be left on the show floor.

All pallets and crates MUST be picked up from the Mobile Convention Center on January 24, 2025.

Small cartons, packages and cases being shipped UPS or FedEx will be returned to the VCS warehouse in Birmingham, AL for outbound processing to begin on Tuesday, January 28, 2025.

VCS RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY 7:00 pm on Friday, January 24, 2025. VCS assumes no liability as a result of such re-routing or handling. The exhibiting firm will be charged accordingly. VCS is not responsible for shipments left in booth by exhibitor.

**RETURN SHIPPING INSTRUCTIONS AT CLOSE OF SHOW AND
IMPORTANT INFORMATION ABOUT OUTBOUND SHIPMENTS**

***THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY
RESPONSIBILITY ON THE PART OF VCS FOR THE COMPLETION OF YOUR SHIPPING
DOCUMENTS.***

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

PRE-PRINTED ADDRESS LABELS FOR FED-EX OR UPS.

Without pre-printed labels, we charge an additional 30 percent of any shipping fees we have to pay. You can send pre-printed labels within 5 business days of the end date of your conference.

CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.

The preferred show carriers are Echo Global Logistics and Fedex. VCS can make outbound arrangements with Echo Global Logistics and Fedex only! Exhibitors must provide their account numbers and billing information for VCS to schedule arrangements. VCS is not responsible for carrier charges. If not using Echo Global Logistics or Fedex, you must call your carrier. All exhibitor freight not picked up by your carrier will be forced out and either re-routed onto Echo Global Logistics or returned to the VCS warehouse. Additional charges will apply.

PACK AND LABEL YOUR MATERIALS.

Banding, shrink wrap, shipping labels, and Bills of Lading are available at the VCS Service Desk. While Fedex and UPS do not require Bills of Lading, VCS cannot be responsible for piece count, condition, destination or billing. Turn in all completed bill of ladings to the VCS Service Desk once your shipments are ready to be loaded out. Freight sent back to the VCS warehouse will be charged for the additional handling.

All freight and freight handling charges must be prepaid prior to the outbound shipment being delivered to any designated carrier.

SHIP TO:

Company: _____

Contact Name: _____ Phone Number: _____

Address: _____

BILL TO:

Company: _____

Contact Name: _____ Phone Number: _____

Address: _____

POWER & WATER

Power and water must be ordered directly from the Mobile Convention Center.
Discounted rates ends 5 days before the show.

[Click here to order](#)

INTERNET

To order internet, email Luke Matthews with JMF.
LMatthews@JMFnetworks.net